

Bijay Kumar Jha



SUMMARY

19+ years experienced personnel with a demonstrated history of working in Accounts Management, Taxation, Store Manager, Logistic coordination, and Sales & Business Development coordination, Skilled in Tally ERP, Accounting Bills, receivable & payables, e-commerce business in companies websites, Amazon & Flipkart, Proposals & Quotations.

Looking forward a leading position to apply the learning & Skills for the organization and also to acquire more knowledge.

WORK EXPERIENCE

24Street Garments Private Limited

E-commerce B2B-cum-Accounts Manager

October 2020 – Till Date

Responsibilities:

- Responsible for e-commerce sales on personal company website, Amazon & Flipkart Sales order and maintained online stock with Physical Stock statements.
- Sales co-ordination for sales order dispatched through online sales, wholesales, retail sales, direct counter sales and stock transfer order branch to branch.
- Maintained barcode label numbering on ready finish goods on dally basis
- Preparing accounting entries in Tally-Prime and controlling all credit control payments with outstanding report of customers and follow-up for payments collection.
- Managing E-payments of all statutory, maintenance expenses, commercial B2B payments and controlling all types of office cash expenses.
- Preparing Company PO, Invoice, Packing Slip, Salary Payroll Statements, & etc. in Tally-Prime.
- Participate in brand promotion opportunities viz. industry exhibitions, Conferences.
- Handling Customer complaint/issue/goods returned.

IIGM Private Limited

Accountant-cum-Store In Charge

August 2014 – September 2020

Responsibilities:

- Responsible for accounting entries in SAP and controlling all India Physical Stock.
- Coordinating logistic aspects of stocks movements.
- Managing E-payments of all statutory, maintenance expenses, commercial returns & taxes payments.
- Controlling all types of office cash expenses.
- Preparing Company PO, Invoice, Stock Statements, Quotation & etc. in SAP.
- Overview communication pertaining to documentation & report generated in SAP related to accounts, stocks & Import/Export works & reporting to Management.
- Preparing outstanding report of customers and follow-up for payments collection.
- Customer complaint/issue handling.
- Participate in brand promotion opportunities viz. industry exhibitions, conferences.

CONTACT DETAILS

Address

82 Girish Ghosh Road,
Howrah- 711204
(West Bengal), India

Mobile

9432382210



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SKILLS

E-Commerce Sales

Accounts Manager

Store Manager

Logistic Manager

Import/Export
Documentation

SAP

Tally-ERP

Customer Relationship

Taxations

Proposals & Quotations



LANGUAGES

English

Hindi

Bengali

HOBBIES

Listening Music

Playing Cricket

Shree Durga Trading Co.

Accounts-cum-Import/Export Manager

April 2008 – July 2014

Responsibilities:

- Responsible for accounting entries in Tally-9.2 ERP.
- Managing all E-payments of all statutory, commercial returns & taxes.
- Preparing Company Invoice, Stock Statements, Quotation & etc.
- Preparing co-operate e-mails, documentation related to Import/Export works & reporting to Proprietors.
- Giving data analysis & interpretation.



FRONTLINE CORPORATION LIMITED

Frontline Corporation Limited

Accountant

April 2007 – March 2008

Responsibilities:

- Responsible for accounting entries in Trance -7 & Tally-7.2.
- Preparing Company Invoice, Payments Reminder Letter & etc.
- Cash/Bank reconciliation statement preparing in every month.
- Overseeing and controlling Service Tax & T.D.S.
- Preparing Company Balance Sheet.



Wellwater Services Private Limited

Accountant

August 2005 – March 2007

Responsibilities:

- Responsible for accounting entries in Tally-7.2, 9.2 & e-TDS.
- Overseeing and controlling Service Tax, VAT, TDS & ISO-9001.
- Cash/Bank Reconciliation statement preparation
- Preparing Company Quotation with Circular Letter to the clients.
- Visiting to the party at his site work.
- Maintaining Filing system properly day to day.
- Creating and generating financial reports



Darshanlal Sales & Marketing Pvt. Limited

Accountant

May 2004 – July 2005

Responsibilities:

- Maintaining Cash/Bank books and petty cash handling on daily basis.
- Cash/Bank reconciliation statement preparing in every month.
- Cash/Bank vouchers entry in computer regularly and reporting to Manager.
- Preparing to entry in computer of Factory Cash/Bank vouchers and making a daily report on expenditure.
- Maintaining daily stock sheet on basis of factory manufacturing report and creating a stock sheet on daily basis.
- Preparing D.D., Payorder, Cheques etc. from Bank as per instruction of Accounts Manager and Maintaining Filing system properly.
- Creating computerized report as when required and maintaining data backup.

EDUCATION AND PROFESSIONAL DEVELOPMENT

- **Master of Computer Applications**
From IGNOU, Kolkata (2009-2011)
- **Bachelor of Computer Applications**
From IGNOU, Kolkata (2006-2009)
- **Certificate in C.I.C**
From IGNOU, Kolkata (2005-2006)
- **B.COM**
From Calcutta University, Kolkata (2002-2005)
- **Higher Secondary (H.S)**
From WBCSE, Kolkata (2002)
- **Madhyamaik**
From WBCSE, Kolkata (2000)



University of Calcutta



WEST BENGAL COUNCIL OF
HIGHER SECONDARY EDUCATION



WEST BENGAL COUNCIL OF
HIGHER SECONDARY EDUCATION

CERTIFICATIONS

- **Diploma in Computer Application**
Support Future Institute, Kolkata
- **Certificate in Computing (C.I.C)**
IGNOU, Kolkata
- **Certificate in Chartered Accountant PE (I)**
ICAI
- **Tally ERP**
Computer Application



PERSONAL PROFILE

- Date of birth: 7th February, 1981
- Marital Status : Married